

SECRET  
(When Filled In)

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160009-0				DATE 6 July 1970	
OFFICE, DIVISION, BRANCH, SECTION Office of Logistics, Building Planning Staff				LOCATION 1012 Ames Bldg.	
NAME OF FILE Reference Materials			CUSTODIAN [REDACTED]		
DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)  Copies of magazines, brochures, statistical reports, etc. used as reference background material.  25X1A					
FILING ARRANGEMENT Chronological				INCLUSIVE DATES 1969 - 1970	
SIZE OF RECORDS	LEGAL 3" X 5"	LETTER 5" X 8"	OTHER (Specify) Magazine sized		LINEAR FEET 1
EQUIPMENT OCCUPIED BY RECORDS	SAFE LEGAL	CABINET LETTER	OTHER (Specify) Bookcase		NO. OF DRAWERS -
REMARKS  Kept in bookcase.					
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OFFICE, DIVISION, BRANCH, SECTION Office of Logistics, Building Planning Staff						LOCATION 1012 Ames Bldg.
NAME OF FILE Map Cabinet			25X1A [REDACTED]			
DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)  Contains charts, drawings, maps, photo's, sketches, Artist Renderings and etc. of proposals of Headquarters site.						
FILING ARRANGEMENT Subject					INCLUSIVE DATES 1969 - 1970	
SIZE OF RECORDS	LEGAL 3" X 5"	LETTER 5" X 6"	OTHER (Specify)		LINEAR FEET 90 23.0	
EQUIPMENT OCCUPIED BY RECORDS	SAFE LEGAL	X LETTER	CABINET	OTHER (Specify)		NO. OF DRAWERS 15
REMARKS  Map Cabinet 13/17						
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OFFICE, DIVISION, BRANCH, SECTION

Office of Logistics, Building Planning Staff

LOCATION

1012 Ames Bldg.

NAME OF FILE

Document Control (238)

25X1A

DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)

FILING ARRANGEMENT

Numeric

INCLUSIVE DATES

1969 - 1970

SIZE OF  
RECORDS

X

LEGAL

3" X 5"

LETTER

5" X 8"

OTHER (Specify)

LINEAR FEET

.4

EQUIPMENT OCCUPIED  
BY RECORDS

X

SAFE

LEGAL

CABINET

LETTER

OTHER (Specify)

NO. OF DRAWERS

4

REMARKS

SAFE # 1473

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RECORDS SURVEY WORK SHEET

6 July 70

OFFICE, DIVISION, BRANCH, SECTION

Office of Logistics, Building Planning Staff

LOCATION

1012 Ames Bldg.

NAME OF FILE

Reference Material(Agency)

CUSTODIAN

DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)

LI's, HR's, HN's and HHB's.

25X1A

FILING ARRANGEMENT

Numeric

INCLUSIVE DATES

SIZE OF  
RECORDS

LEGAL

3" X 5"

LETTER

5" X 8"

OTHER (Specify)

LINEAR FEET

1.4

EQUIPMENT OCCUPIED  
BY RECORDS

X

SAFE

LEGAL

CABINET

LETTER

OTHER (Specify)

NO. OF DRAWERS

4

REMARKS

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RECORDS SURVEY WORK SHEET

6 July 70

OFFICE, DIVISION, BRANCH, SECTION

Office of Logistics, Building Planning Staff

LOCATION

1012 Ames Bldg.

NAME OF FILE

Chrono

CUSTODIAN

25X1A

DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)

Copies of letters, memos, reports, etc., prepared by Building Planning Staff.

FILING ARRANGEMENT

Chronological

INCLUSIVE DATES

1969-1970

SIZE OF  
RECORDS

X

LEGAL

3" X 5"

X

LETTER

5" X 8"

OTHER (Specify)

LINEAR FEET

.2

EQUIPMENT OCCUPIED  
BY RECORDS

X

SAFE

LEGAL

CABINET

LETTER

OTHER (Specify)

NO. OF DRAWERS

4

REMARKS

Safe #1473

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OFFICE, DIVISION, BRANCH, SECTION

Office of Logistics, Building Planning Staff.

LOCATION

1012 Ames Bldg.

NAME OF FILE

Working Files

25X1A

DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)

25X1A

Correspondence and reference materials used by [REDACTED] in his specific duties and responsibilities in BPS.

FILING ARRANGEMENT

Subject

INCLUSIVE DATES

1953 to present (1970)

SIZE OF  
RECORDS

X

LEGAL

3" X 5"

X

LETTER

5" X 8"

OTHER (Specify)

LINEAR FEET

7

EQUIPMENT OCCUPIED  
BY RECORDS

X

SAFE

LEGAL

CABINET

LETTER

OTHER (Specify)

NO. OF DRAWERS

4

REMARKS

SAFE # 4891

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6 July 1970

OFFICE, DIVISION, BRANCH, SECTION

Office of Logistics, Building Planning Staff

LOCATION

1012 Ames Bldg

NAME OF FILE

Working Files

25X1A

DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)

Correspondence and reference materials used by [REDACTED] in his specific duties and responsibilities in BPS.

25X1A

FILING ARRANGEMENT  
Subject

INCLUSIVE DATES  
1969 - 1970

SIZE OF  
RECORDS

X

LEGAL

3" X 5"

X

LETTER

5" X 8"

OTHER (Specify)

LINEAR FEET  
1.6

EQUIPMENT OCCUPIED  
BY RECORDS

X

SAFE

LEGAL

CABINET

LETTER

OTHER (Specify)

NO. OF DRAWERS  
2

REMARKS

~~SAFE # 4891~~  
SAFE # D2911

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OFFICE, DIVISION, BRANCH, SECTION

Office of Logistics, Building Planning Staff

LOCATION

1012 Ames Bldg.

NAME OF FILE

Working Files

CUSTODIAN

DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)

Correspondence and reference materials used by [REDACTED] in his specific duties and responsibilities in BPS.

25X1A

25X1A

FILING ARRANGEMENT

Subject

INCLUSIVE DATES

1969 - 1970

SIZE OF  
RECORDS

X

LEGAL

X

LETTER

OTHER (Specify)

LINEAR FEET

1

EQUIPMENT OCCUPIED  
BY RECORDS

X

SAFE

CABINET

OTHER (Specify)

NO. OF DRAWERS

2

REMARKS

SAFE # D2181

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6 July 1970

OFFICE, DIVISION, BRANCH, SECTION

Office of Logistics, Building Planning Staff 25X1A

LOCATION

1012 Ames Bldg.

NAME OF FILE

Working Files

CUSTODIAN

DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)

Correspondence and reference materials used by [REDACTED] in his specific duties and responsibilities as Chief, BPS.

25X1A

FILING ARRANGEMENT

Subject

INCLUSIVE DATES

1950's to 1970

SIZE OF  
RECORDS

☒

LEGAL

3" X 5"

☒

LETTER

5" X 8"

OTHER (Specify)

LINEAR FEET

2.6

EQUIPMENT OCCUPIED  
BY RECORDS

☒

SAFE

LEGAL

CABINET

LETTER

OTHER (Specify)

NO. OF DRAWERS

2

REMARKS

SAFE # D2915

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SECRET  
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OFFICE, DIVISION, BRANCH, SECTION Office of Logistics, Building Planning Staff						LOCATION 1012 Ames Bldg.	
NAME OF FILE Working Files				25X1A [REDACTED]			
DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.) 25X1A Correspondence and reference materials used by [REDACTED] in his specific duties and responsibilities in BPS.							
FILING ARRANGEMENT Subject						INCLUSIVE DATES 1969 - 1970	
SIZE OF RECORDS	X	LEGAL 3" X 5"	X	LETTER 5" X 8"	OTHER (Specify)		LINEAR FEET 2
EQUIPMENT OCCUPIED BY RECORDS	X	SAFE		CABINET	OTHER (Specify)		NO. OF DRAWERS 2
REMARKS  SAFE # D2149							
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OFFICE, DIVISION, BRANCH, SECTION

Office of Logistics, Building Planning Staff

LOCATION

1012 Ames Bldg.

NAME OF FILE

Working Files

25X1A

DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)

Correspondence and reference materials used by [REDACTED] in their specific duties and responsibilities in BPS.

25X1A

FILING ARRANGEMENT

Subject

INCLUSIVE DATES

1969 - 1970

SIZE OF  
RECORDS

X

LEGAL

3" X 5"

X

LETTER

5" X 8"

OTHER (Specify)

LINEAR FEET

2.6

EQUIPMENT OCCUPIED  
BY RECORDS

X

SAFE

LEGAL

CABINET

LETTER

OTHER (Specify)

NO. OF DRAWERS

4

REMARKS

SAFE # 1989

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SECRET  
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RECORDS SURVEY WORK SHEET

6 July 70

OFFICE, DIVISION, BRANCH, SECTION

LOCATION

Office of Logistics, Building Planning Staff

1012 Ames Bldg.

NAME OF FILE

Subject Correspondence Files

25X1A

DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)

Contains copies of memos, letters, reports, etc. re planning, programming, development, etc., of future Agency building(s).

FILING ARRANGEMENT

Chronologically

INCLUSIVE DATES

1969 - 1970

SIZE OF  
RECORDS

X

LEGAL

3" X 5"

X

LETTER

5" X 8"

OTHER (Specify)

LINEAR FEET

1.4

EQUIPMENT OCCUPIED  
BY RECORDS

X

SAFE

LEGAL

CABINET

LETTER

OTHER (Specify)

NO. OF DRAWERS

4

REMARKS

SAFE # 1473

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RECORDS SURVEY WORK SHEET

6 July 70

OFFICE, DIVISION, BRANCH, SECTION

Office of Logistics, Building Planning Staff

LOCATION

1012 Ames Bldg.

NAME OF FILE Correspondence dealing with  
DCI, Directorates & Independent Offices

25X10A

DESCRIPTION (Function of files, value, frequency of use,

scriptive data.)

Copies of memos, letters, reports, etc. regarding planning, programming, space, etc.

FILING ARRANGEMENT

Chronologically

INCLUSIVE DATES

1969 - 1970

SIZE OF  
RECORDS

LEGAL

X

LETTER

OTHER (Specify)

LINEAR FEET

3" X 5"

5" X 8"

0.4

EQUIPMENT OCCUPIED  
BY RECORDS

X

SAFE

CABINET

OTHER (Specify)

NO. OF DRAWERS

LEGAL

LETTER

4

REMARKS

SAFE # 1473

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OFFICE, DIVISION, BRANCH, SECTION Office of Logistics, Building Planning Staff						LOCATION 1012 Ames Bldg.		
NAME OF FILE Administrative Correspondence				25X1A [REDACTED]				
DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)  Correspondence regarding personnel, training, budget and the general administration of Building Planning Staff.								
FILING ARRANGEMENT According to Agency Subject File Manual						INCLUSIVE DATES 1969 - 1970		
SIZE OF RECORDS		LEGAL 3" X 5"		X LETTER 5" X 8"		OTHER (Specify)		LINEAR FEET 04
EQUIPMENT OCCUPIED BY RECORDS		X SAFE LEGAL		CABINET LETTER		OTHER (Specify)		NO. OF DRAWERS 4
REMARKS  Safe # 1473								
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OFFICE, DIVISION, BRANCH, SECTION

Office of Logistics, Building Planning Staff

25X1A

LOCATION

1012 Ames Bldg.

NAME OF FILE

Hqs. Historical Files

CUSTODIAN

DESCRIPTION (Function of files, value, frequency of use, for descriptive data.)

25X1A  
Information selected from existing files at [REDACTED] Records Center regarding the history (planning, programming, development, construction, movement of personnel, etc.) of the CIA Building, Langley, Virginia. (Copies of memos, letters, photo's, charts, plans, notes and etc.)

FILING ARRANGEMENT

Chronological Order

INCLUSIVE DATES

1954 to 1962

SIZE OF  
RECORDS

X

LEGAL

X

LETTER

OTHER (Specify)

LINEAR FEET

6

3" X 5"

5" X 8"

EQUIPMENT OCCUPIED  
BY RECORDS

X

SAFE

CABINET

OTHER (Specify)

NO. OF DRAWERS

4

LEGAL

LETTER

REMARKS

Safe # 3618

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